Laboratory Policy Manual Revision Status
April 26, 2011

Bruce Chrisman

Bob Grant

Ed Vokoun

Office of Quality and Best Practices

◈ Proposed plan and reviewed with Bruce C. and Bob G.

◈ Focusing on needs for priority 1 and 2:

  ❖ NEW - Create or edit Laboratory policies:
  - Create draft
  - Review with Bruce C. and Bob G.
  - Get with MSO or MPO
  - Make edits
  - Give to AC for review

  ❖ MSO/MPO - Notify and review MSO or MPO of change in ownership and requirements for policies.

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- Need to create HR Policy
  - Ed V. to work with WDRS.
  - Need to make new Director's Policy with broader scope - covering all items for Human Resources - and move existing policy to WDRS with edits to take away items which should be at Laboratory level.

- Need to edit existing Security policy plus make 2 major process policies – Physical and Cyber Security.
  - Ed V. creating a draft Laboratory Security Policy.
  - Physical Security Policy ownership being moved to BSS/Security; need to review policy for Safeguards and Security.
  - Cyber Security Policy ownership being move to CD; policy exists.

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- ◈ Need to create Training Policy.
  - ❖ Ed V. created a draft policy and Bob G. has reviewed; policy is being revised.

- ◈ Need to create a Document Management Policy
- ◈ Need to create a Records Management Policy
  - ❖ Ed V. created a draft combined policy; Bob G. is reviewing.

- ◈ Need to create Engineering Policy
  - ❖ Ed V. sent requirements, background information and request to Peter Garbincius.

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- ◈ Need to create General Expectations and Practices Policy.
  - ❖ Ed V. created a draft policy; policy is being reviewed and edited in combination with creating an (example) Business Operations Program Manual revised.

- ◈ Need to create a Communications and Public Affairs Policy
  - ❖ Ed V. created a draft combined policy; Bob G. is reviewing.

- ◈ Need to review Construction/Modification Policy for potential edits.
  - ❖ Bob G. to review Laboratory policy and to get with Bruce to have FESS review and create a document for MSO/MPO (D/S/C) portion.

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- Need to create a Planning and Performance Management Policy
  - Ed V. created a draft combined policy; Bob G. is reviewing.

- Need to review Quality Policy for potential edits.
  - Bob G. and Jed Heyes to review.

- Need to review Assurance Program Policy for potential edits.
  - Bob G. review.

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- Moving Inclement Weather Policy to ES&H control.
  - Ed V. sent requirements, background information and request to Nancy Grossman.

- Need to create Financial Policy.
  - Finance Policy and Program Manual are on hold until example - Business Operations- manual is created.
  - ETA to start Finance Policy and Program Manual mid June 2011.

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Questions?

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